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24 February 1972

MEMORANDUM FOR THE RECORD

PROJECT: STAFFING

SUBJECT: Staffing System Conversion

REFERENCE: Staffing Conversion No. 40 re special computer program to allow for the input of the new data items (Location Code, Supervisor Code, Emergency Relocation Code and Title Suffix).

Staffing Conversion Request No. 40 was completed on 24 Feb 1972. The January 1972 T/O Master was updated via a computer program written by Personnel Systems Branch/OCS, with the transactions coded by Statistical Reporting Branch/OP with data supplied by Position Management and Compensation Division/OP.

The following totals were accumulated during this process:

1. Total Records on the T/O January T/O Master (including the final total message) [redacted] 25X9
2. Total Position Records on the Jan T/O Master
3. Total transactions input for this conversion requirement
4. Total Location Codes input on the transactions
5. Total Emergency Relocation Codes input on the transactions
6. Total Supervisor Codes input on the transactions
7. Total Title Suffixes input on the transactions 0

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8. Total 'Good' transactions input that affected an update of one or more of the items on a position record 5,818

9. Total Error transactions, where the Control No. or Position Number did not match those on the T/O Master 11

10. Total records, other then positions, that are on the January 72 T/O Master (includes Organization records, Pending Reassignment, Development Complement, etc.) [redacted] 25X9

[redacted] 25X1A

Systems Analyst
OCS/SIPS Task Force

Distribution:

Orig - Staffing Proj
1 - OP/DD PERS-P&C
1 - OP/PMCD
1 - OP/SRB
1 - Ch/PSB/OCS

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# STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 41

REQUIREMENTS:

Investigate the possibility of producing the Agency's Occupational Code Handbook by Printing Services Version of 'EPIC' Computer System. This should save considerable man-typing on the future by eliminating the complete retyping of the book.

REMARKS:

1. PMCD/OP is currently retyping the complete [redacted] Handbook every three years to provide a complete update to customers. The Handbook contains approx 320 (8 X 11½") pages.

2. Talked to [redacted] who maintains the system in OCS/MSD re feasibility of producing the Handbook via this system. He indicated it could be done.

3. Arranged for PMCD/OP to meet with PSD/OL re initiating a firm requirement.

4. As of Feb 1972, PMCD/OP has given the requirement to PSD/OL and has also started to input the data. It is expected that the Handbook will be printed approx June 1972.

STATINTL

RESPONSIBLE COMPONENT : [redacted] Staffing Project & PMCD/OP

REQUESTED DATE : Oct 1971

REQUESTED COMPLETION DATE: June 1972

COMPLETION DATE :

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# STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 42.

REQUIREMENTS: Investigate possibility of changing the current Sub-Category Codes from A, B, D, E & E to P = Professional, C = Clerical, T = Technical, & W = Wage Board which will have more meaning to the users.

STATINTL

REMARKS:

1. 9 Mar 72 - Discussed above [redacted] who thought it would clarify the [redacted]

2. 10 Mar 72 C/PMCD [illegible] memo drafted approving the above & will incorporate the new codes in the new revision of the Agency's Occupational Code Handbook

RESPONSIBLE COMPONENT : Staffing & PMCD/OP

REQUESTED DATE : 9 Mar 1972

REQUESTED COMPLETION DATE: _____

COMPLETION DATE : _____

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# STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 43

REQUIREMENTS:

Design an input form to permit the immediate input to the current T/O system of a security classification code on approximately 3,000 to 4,000 selected positions in the 31 May 1972 T/O inventory.

REMARKS: The form should permit identification of the Position Control Number, Position Number, and a one character (T, S, or C) security classification code. Upon completion send copies to SRB/OP for the coding of the selected positions.

Note: Reference attachment for copy of the form that was designed.

RESPONSIBLE COMPONENT : Staffing System Analyst

REQUESTED DATE : 9 Jan 72

REQUESTED COMPLETION DATE: 9 Jan 72

COMPLETION DATE : 9 Jan 72

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STAFFING CONVERSION FORM #2

POSITION NO | SEC | CLASS

CONTROL NO.

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STAFFING CONVERSION FORM #2

POSITION NO | SEC CLASS.

CONTROL NO.

Approved For Release 2001/08/07 : CIA-RDP78-07181R000200010015-0

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# CONVERSION SPECIFICATIONS

| PROJECT | SYSTEM | PREPARED BY | DATE | CONVERSION NO. |
|---|---|---|---|---|
| STAFFING & POLAND | STAFFING | [redacted] | 7/12/72 | 44 |

REQUIREMENTS / SPECIFICATIONS

STATINTL

Write the necessary computer programs to convert the Table of Organization (T/O) Master in accordance with the conversion specifications defined in the attached book.

In addition to the conversion specifications defined for the four (4) types of records being converted (1. Organization; 2. Position; 3. Organization Language; and 4. Position Language) -- all editing defined on the associated new Record Format Descriptions (Form 2968) for each data item should be accomplished in the conversion programs.

(SEE ATTACHMENTS)

| DATA ITEMS / ATTRIBUTES | | USE DICTIONARY (FILE NAME) | ////////////////////// | YES | NO |
|---|---|---|---|---|---|
| OLD | NEW | | MANUAL CODING REQUIRED | | |
| (Reference attached specifications) | | (Reference attached specifications) | KEY PUNCHING REQUIRED | | |
| | | | EAM PROCESSING | | |
| | | | PROGRAM REQUIRED | X | |
| | | | PROGRAM NO. & NAME | | |
| | | | RESPONSIBLE COMPONENT(S) | | |
| | | | HRS Conversion Team | | |

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FORM 3488
5-66

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Reference: Staffing Conversion Number 44 (Converting the T/O Master)

The one and only copy of the specifications for converting the T/O Master was turned over to the conversion team this date. It contained the following specifications:

1. Functional flow of the 8 programs that should be written to convert the T/O Master.

2. Specifications for the types of current T/O records that will be converted.

3. Specifications for the types of current T/O records that will not be converted.

4. Logical Processing for assignment of Record Identifiers.

5. Specifications for Organizational Records that should be computer generated each time a level 2, 3, or 4 Org record is converted.

6. Specifications for converting Postion Records.

7. Specifications for converting Position Language Records.

8. Specifications for converting Organizational Records.

9. Specifications for converting Organizational Language Records.

10. Records Format Descriptions (Form 2968's) for eadh data item in each of the proposed new data lists indicated below:

a. Postion 'active' file.
b. Position Language 'active' file.
c. Organization 'active' file.
d. Organization Language 'active' file.

11. Rm Conversion Record Layouts , containing old and new data, for each type of record that is being converted.

12. Conversion dictionaries that should be established.

13. Record Layouts, Form 2968's, and File Information Sheet defining the current T/O Master.

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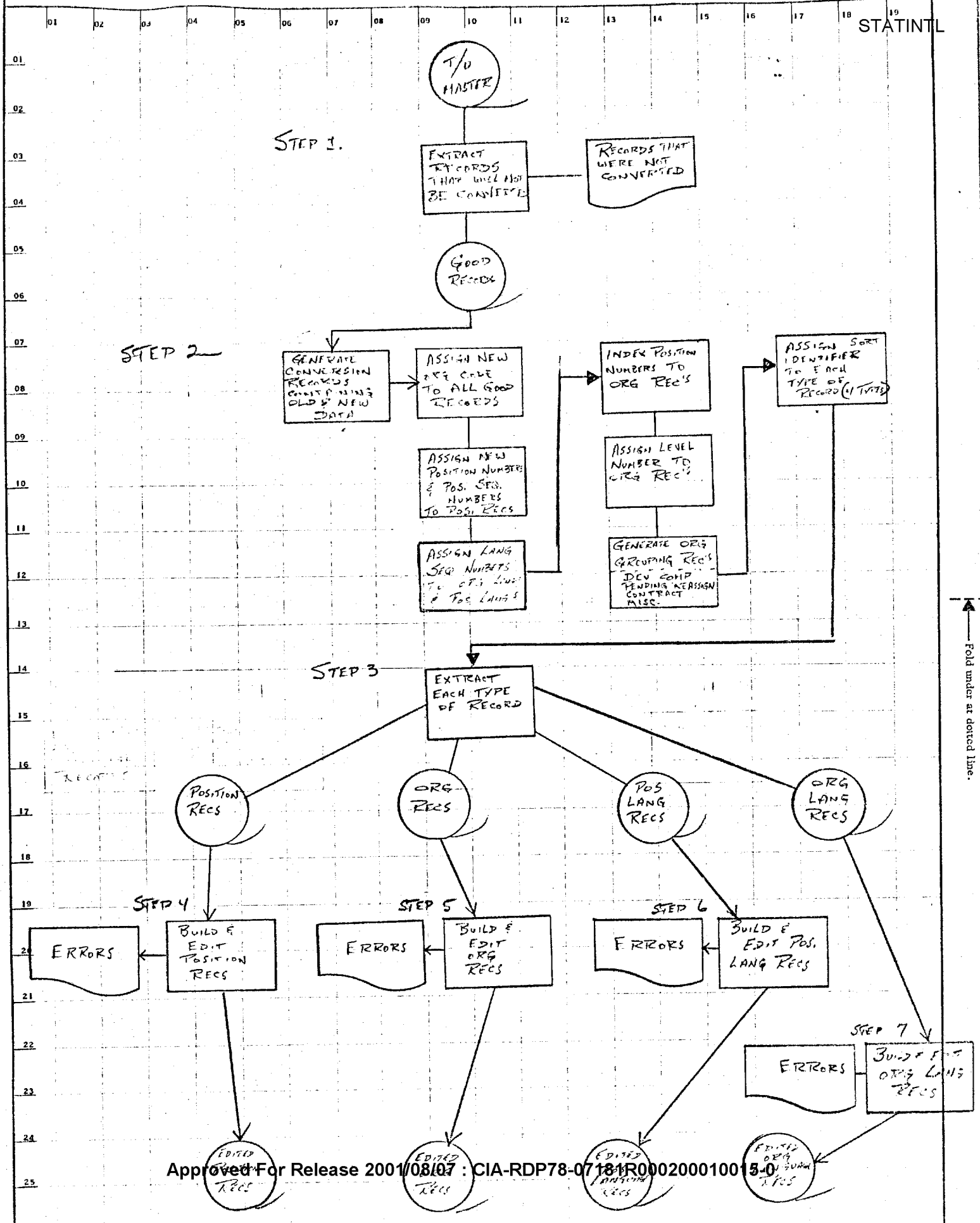
IBM DIAGRAMMING AND CHARTING WORKSHEET

Application [redacted] Date [redacted] Page 1 of [redacted]

Procedure Conversion #4 Drawn By [redacted]

STATINTL




Fold under at dotted line.

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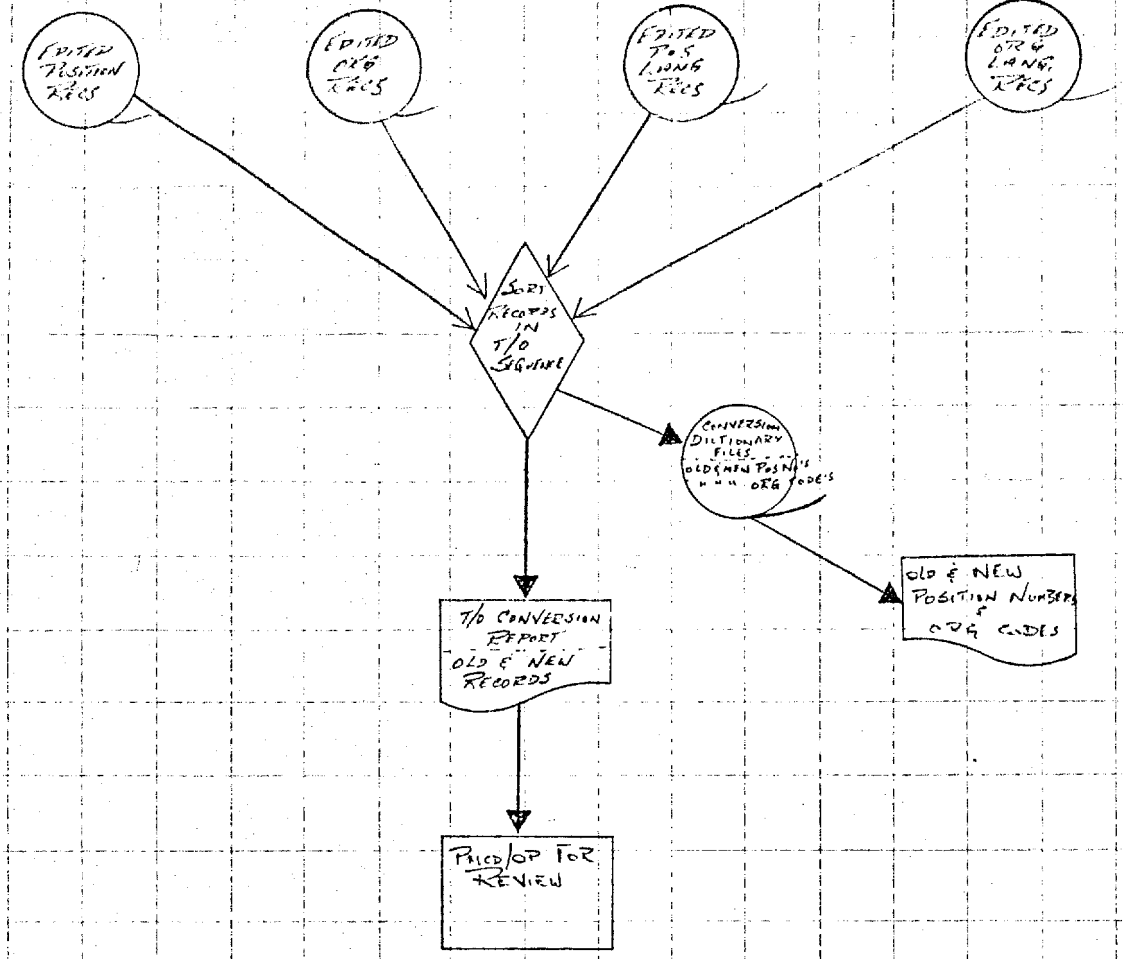
Application [redacted] Date [redacted] Page [redacted] of [redacted]

Procedure Conversion Flow Drawn By [redacted] STATINTL

STEP 8

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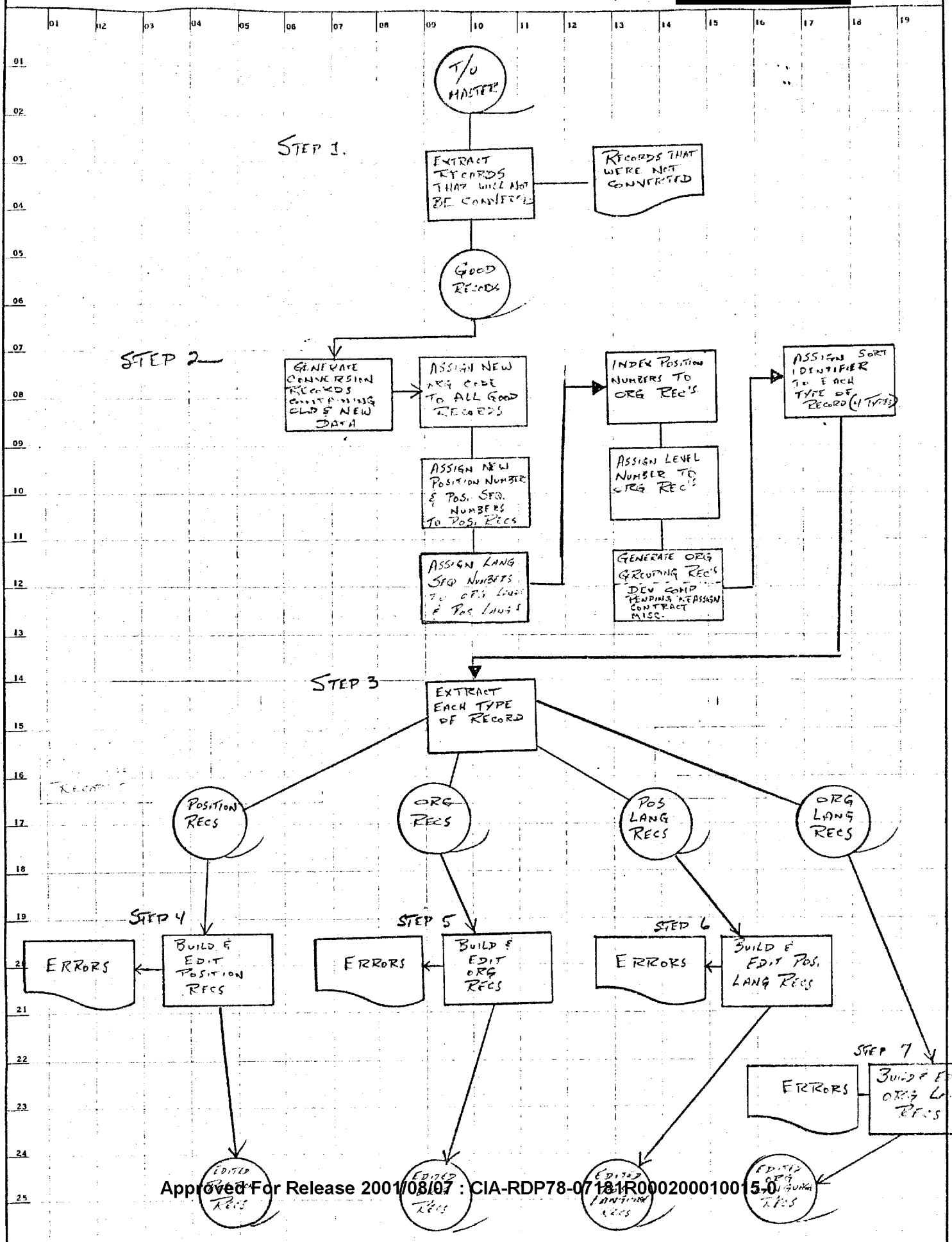
Application _____ Date _____ Page 1 of 2

Procedure Conversion #144 Drawn By [redacted] STATINTL

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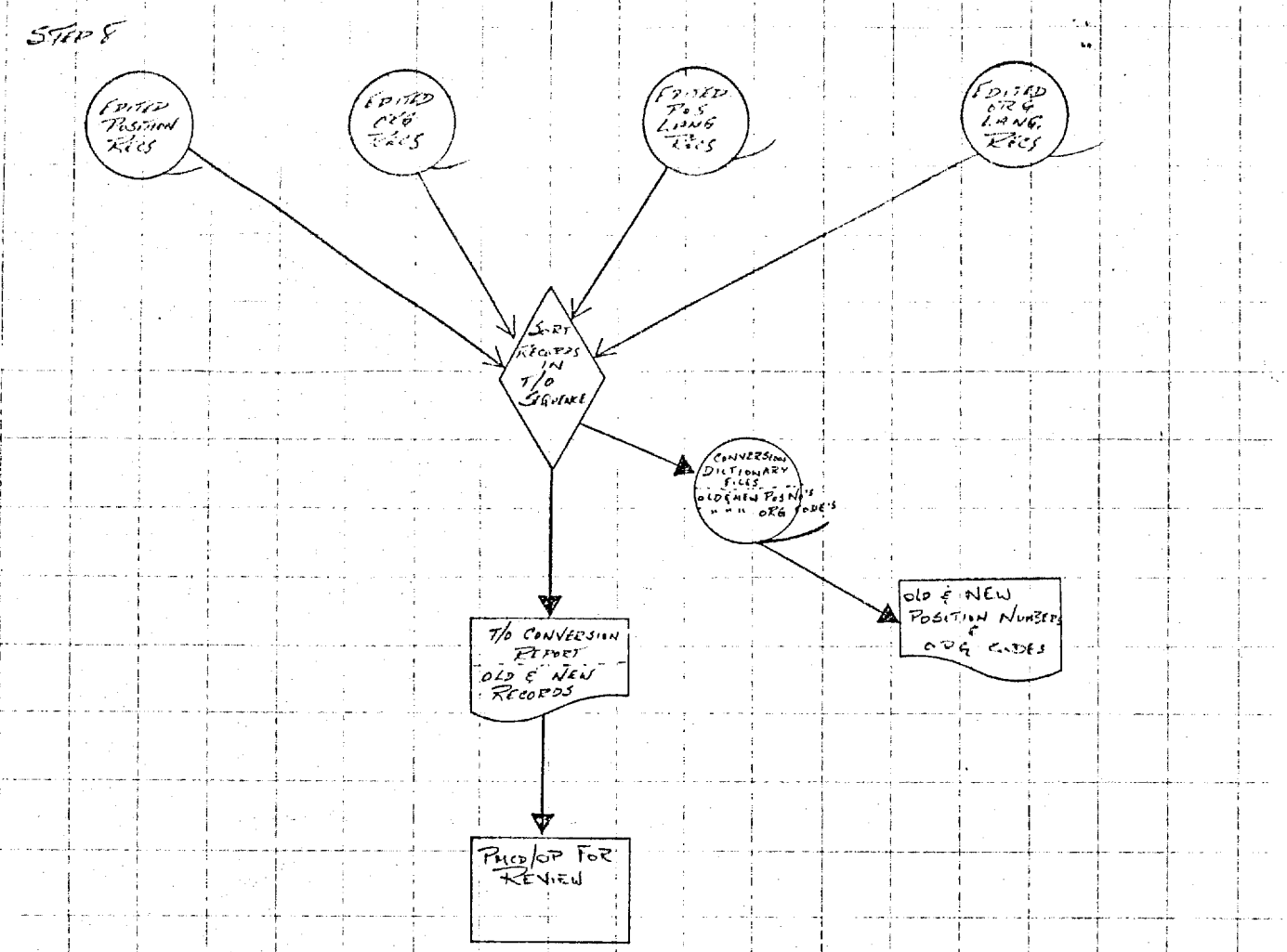
Application _____ Date _____ Page ___ of ___

Procedure Conversion Run Drawn By [redacted] STATINTL

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Attachment — Conversion No. 44

CONVERSION POSITION RECORD

Checks That Have Been By-Passed Are:

1. Validating Military Schedules & The W, L, S, & LB Schedules until these are Added to M&P Dict.

2. The Position Occupational For Military Schedules are Not Validated Against M&P Dict., Therefore, The Subcat & Title are not Retrieved From M&P Dict.

3. Suffix Validation Against M&P By-Passed Until Dictionary is Set-up.

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Attachment - Conversion No 44

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Class on Position

The below errors, together with an error-listing identifying all positions with specific error messages for each position was mailed to [redacted] 01 Sep 72

STATINTL

CONVERSION POSITION RECORD

Consolidated Error Types
For Run Against 30 June 72 T/O Master with T/O MASTER CONVERSION PROG.

1. Old PINC & 1 OCA Did Not Meet Test Conditions:

| PINC | OCA | |
|---|---|---|
| ØØØ | ƀƀƀ | (57) |
| ØØØ | ƀƀ* | (20) |
| ØØØ | *ƀ1 | ( 7) |

If ƀ indicates Limited
If = * indicates Flexible

(1) code 1st char = ƀ or * -
(2) Next 2 characters = Planned Incumbency

2. New Occup Not Validated Agnst M&P:

Ø393.1Ø
2ØØ1.11
6Ø4Ø.Ø2
617Ø.Ø5
613Ø.Ø6
6Ø2Ø.Ø2
Ø132.Ø1
Ø5Ø1.11
Ø21Ø.Ø1

If ≠

$\frac{P1}{3N}$ = ++*
ƀƀ5

= ≠ - NO EDIT

3. Old Location Not Converted From M&P:

29Ø51
7Ø513
75Ø1S
53166

4. Old Grade Not Validated Agnst M&P:

GP 04
GP 05
MC E7
AF 05
AF E9
AF E7
AR E9
AR E6
AR 04
AR E7
AR E3
AR E4
GS ƀƀ

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4. Old Grade Not Validated Agnst M&P (Cont'd.):

MIL ¥¥
GS ØØ
NA Ø3

5. SLASHGRADE - 1st Grade > Second Grade

13/1
Ø7/Ø
Ø6/Ø
Ø8/Ø
14/1

6. SEC Grade of Slash Grade NOT VALTD AGNST D.C.

Ø9/1

7. Occup, Subcat, & Title not checked--new Sched not valid:

MIL

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